NOTIFICATION

In pursuance to Memo No. 348/MDM/MSD/En dated- 05/12/2018 of the District Magistrate, Murshidabad read with Memo No. 303(21)-ES(CMDMP)ESTT-05/2013PT dated 19/05/2014 of the Project Director, School Education Deptt. Govt. of West Bengal & Memo No. 5859-F(Y) dated 22/07/2013 of Finance Deptt. Of Govt. of West Bengal, application in prescribed format are invited from Indian citizens and permanent resident of Murshidabad district for the following post on temporary and contractual to be renewal on yearly basis in the Kandi Development Block CMDMP section for the implementation of CMDMP. Eligible candidates shall be required to apply on or before the closing date, i.e. 30th September’ 2019. The relevant particulars like post, qualification, age limit, gender, monthly remuneration and anticipated vacancy position are stated in the following Table-A. Candidates must go through the instruction thoroughly and carefully before submitting application. Any omission / suppression of information shall lead to rejection of application or candidature at any point of time during the recruitment process without further intimation. The condition so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by Block Level Selection Committee of CMDMP, Kandi Development Block, Murshidabad.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>Vacancy</th>
<th>Age as on 01/01/2019</th>
<th>Required/essential qualification</th>
<th>Professional fees per month</th>
<th>Mode of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DATA ENTRY OPERATOR</td>
<td>01 (one)</td>
<td>18-40 Years</td>
<td>Graduation in any branch with certificate in computer application from any Govt. approved institution</td>
<td>Rs. 11000/- Per month with a provision of annual enhancement of Rs. 500/- per year on the basis of performance</td>
<td>After deduction of F. Tax &amp; IT as applicable</td>
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</tbody>
</table>

1) Candidates from SC, ST communities will get age relaxation of 05 (five) years and OBC community will get relaxation of age 03 (three) years as applicable as per rule over the prescribed age limit.
2) Minimum qualification as stated in the Table must be possessed by the candidates on or before the publication of the advertisement. If it is found during verification of testimonials at any stage that candidate has acquired qualification as stated above at any date after date of publication of this advertisement, his/her candidature shall be summarily rejected.
3) All columns of the application form are to be duly filled in.
4) In case of regular/contractual employee NOC from current employer is required.
5) Mode of selection:- The written examination will be objective type & multiple choice questions. The subjects and the distribution of marks are as follows :-

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Subject</th>
<th>Allotted Marks</th>
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</thead>
<tbody>
<tr>
<td>DATA ENTRY OPERATOR</td>
<td>Written Examination: - GK, Current Affairs, General Mental Ability, Arithmetic &amp; English</td>
<td>65</td>
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<tr>
<td></td>
<td>Computer Test</td>
<td>25</td>
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<tr>
<td></td>
<td>Viva-voce</td>
<td>10</td>
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</tbody>
</table>

6) The shortlisted candidates in the written examination will be called for appearing Computer Test and Viva-Voce Test.
7) The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Test and the Viva-Voce Test.
8) The Block Level Selection Committee reserves the right to reject any application not properly filled in or received after due date.
9) Admission to be examination will be purely provisional subject to verification at any later stage. That is, candidate shall be rejected straightway if found not eligible at any stage even after appearance at the examination.
10) The Short-listed candidates for Viva-Voce should bring documents in original and self-attested photocopies (for submission) in respect of identity proof, residential certificate, academic qualifications, cast certificate, date of birth, certificate of knowledge in computer for verification.
11) Information regarding date, time and venue of Written Test, Computer Test & Viva-Voce will be informed through Registered Post/Speed Post and also be forwarded through SMS in the inserted Mobile number by the candidate in his application form. Moreover, this will be displayed before 7 (seven) days of examination / Test in the Notice Board of the Block Development Officer, Kandi.
12) Selected candidate shall perform his duty at Kandi Development Block, but he may be transferred anywhere of Murshidabad in the interest of Public Service.
13) How to apply:-

a) The candidates should apply in prescribed application format available at Block Development Office, Kandi also attached with this notification and submitted in the assigned drop box at Kandi Block Administrative Building, Kandi, Murshidabad within the last date of submission of application by hand.

b) Documents to be submitted with the application form :-

i) Age Proof :- Madhyamik Admit Card / Certificate.

ii) Residence Proof :- Voter Card/ Aadhaar Card/ Ration Card / Residential Certificate of Panchayat Prodhon (dually countersigned by Panchayat Secretary/Executive Assistant) / Residential Certificate of Chairman of Municipality (dually countersigned by Executive Officer, Municipality).

iii) Academic & Computer qualification:- Self attested copy of Academic & Computer qualification for the post as mentioned in Table – A.

iv) Certificate of Caste :- Self attested copy of Caste Certificate received from an appropriate authority.

v) Two self-addressed envelope with requisite postage stamp be submitted with the application form.

vi) Two passport size photograph duly signed by the candidate.

CLOSING DATE FOR SUBMISSION OF APPLICATION :- 30th September’ 2019 UPTO 5.00 P.M.

Chairman
Block Level Selection Committee
&
Block Development Officer
Kandi Development Block
Kandi, Murshidabad

Memo. No.- 2455/1(35)/En

Copy forwarded for information and necessary action to :

1) The District Magistrate, Murshidabad (MDM Section), Berhampore, Murshidabad.

2) The Additional District Magistrate (MDM-in-Charge), Berhampore, Murshidabad.

3) The District Nodal Officer, CMDMP, Murshidabad, Berhampore, Murshidabad.

4) The Sub-Divisional Officer, Kandi, Murshidabad.

5) The DIO, NIC, Murshidabad with a request to publish the notice at the website of Murshidabad District.

6) The DICO, Murshidabad with a request to publish the notice in his office notice board.

7) The A.C.J.M., Kandi, Murshidabad.

8) The Principal, Kandi Raj College, Kandi, Murshidabad.

9) The Head Master, Kandi Raj High School, Kandi, Murshidabad.

10) The Manager, S.B.I., Kandi Branch, Kalibari Road, Kandi, Murshidabad.

11) The Sub-Divisional Information & Cultural Officer, Kandi, Murshidabad.

12) The District Employment Exchange Officer / Officer-in-Charge Employment Back, Govt. of West Bengal, Kandi, Murshidabad.

13) The Block Land & Land Reforms Officer, Kandi, Murshidabad.


16) The C.D.P.O., Kandi, Murshidabad.

17) The B.Y.O., Kandi, Murshidabad.

18) The Inspector-in-Charge, Kandi Police Station, Kandi, Murshidabad.

19) The Sahapati, Kandi Panchayat Samity.

20) The Sahakari Sahapati, Kandi Panchayat Samity.


25-34) The Prodhon ............................................Gram Panchayat (All).

35) Office Copy.

Chairman
Block Level Selection Committee
&
Block Development Officer
Kandi Development Block
Kandi, Murshidabad
APPLICATION FORM FOR CONTRACTUAL RECRUITMENT OF DATA ENTRY OPERATOR IN COOKED MID DAY MEAL PROGRAMME UNDER KANDI DEVELOPMENT BLOCK, MURSHIDABAD

(Form should be filled in with ball pointed pen in own hand writing. Incomplete Form without attached documents and Form not delivered in due mandate time are liable to rejection)

To
The Block Development Officer,
Kandi Development Block,
Kandi, Murshidabad.

In reference to the Notice Vide Memo No. 2455/1(35)/En dated 17/09/2019,
I am willingly to apply for the same and my details particulars are given below.

Post Applied for: - DATA ENTRY OPERATOR (CMDMP)

1. Applicant’s Name (In Block Letters) :-

2. Date of Birth :- _________/_______/_______, Age as on 01/01/2019 :- ______(D)_____(M)______ (Y)

3. Gender (Male/Female/3rd Gender) ____________________, Marital Status ____________________

4. a) Father’s / Husband’s Name ____________________

b) Mother’s Name ____________________

5. a) Category (SC/ST/OBC-A/OBC-B/GEN) ____________________

b) Whether physically handicapped

   Yes [ ]

   No [ ]

6. Address for correspondence:- Village / Street ____________________

   P.O. ____________________ P.S. ____________________

   Dist. ____________________ PIN ____________________

7. Permanent Address :-

   Village / Street ____________________

   P.O. ____________________ P.S. ____________________

   Dist. ____________________ PIN ____________________

8. Telephone No. (with STD Code) ____________________ Mobile No. ____________________

9. E-mail ID ____________________

10. Educational Qualification:-

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<tr>
<th>Exams Passed</th>
<th>Board / University</th>
<th>Subjects</th>
<th>Year of Passing</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>Result / Division</th>
<th>% of Marks</th>
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Contd/P-2
11. Details of Computer Knowledge / Qualifications:

<table>
<thead>
<tr>
<th>Exams Passed</th>
<th>Institution / University</th>
<th>Subjects</th>
<th>Year of Passing</th>
<th>Marks Obtained</th>
<th>Result / Division</th>
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Enclose Self-attested photocopies of all proofs in respect of 1 to 12 (except 1, 3, 4, 8 & 9) must be attached.

"I hereby declare that all the statements made by me in the application are true, correct and complete to the best of my knowledge and belief. I also declare that in case of my statement found false or incorrect during any stage of recruitment and thereafter, I shall abide by the decision of the Authority including cancellation of my candidature or appointment under the extant of Rules".

Date :- ____________________  
Place :- ____________________

Full Signature of the applicant